

**Subject:** QA teleconf

**Start:** 10/7/2008 11:30 AM

**End:** 10/7/2008 1:00 PM

**Show Time As:** Busy

**Recurrence:** (none)

**Organizer:** Han, Linda (DPH)

## **October 7, 2008**

**Time:** 11:30 am – 1 pm      **Telephone number:** 410-786-3100      **conference code:**  
403116

**Topic:** Safety program

**Facilitator:** Peggy DiNatale, QA MA DPH  
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### **Agenda:**

1. Describe the safety program at your facility
  - a. Safety Officer: full time or part time
  - b. Safety Committee: membership, meetings, authority, inspections
  - c. Safety SOPs:
2. Risk assessments
  - a. What risks are assessed? Biosafety, chemical safety
  - b. Who performs the assessments?
  - c. How often are they conducted?
  - d. What tools are used – in house developed risk assessment or commercial assessment tool?
3. Respiratory protection program
  - a. Who determines which tasks or laboratory areas require respiratory protection?
  - b. When respirators are required, who performs the fit testing?
  - c. What actions are taken in the laboratory environment before visitors (auditors, service representatives, visitors who are only there to see the facility) enter areas where respiratory protection is required?
  - d. What types of respirators are required for visitors?